

## **Publications**

### ***(General Requirements)***

- Responsible to attend all designated cc meetings
- Return all convention-related inquiries or requests no later than 2-3 business days (if information needed will take longer, a courteous response/update is needed)
- Obtain approval for all letters and publications from the Board and 'cc' the Convention Coordinator before sending them out
- Notify Volunteer Coordinator of any volunteers needed

### ***(Committee Specific Requirements)***

- Provide designs and changes for Board approval
- Design, collect information, and receive ads
- Design lay-out of publications and obtain Board approval
- Generate ad directory and Exhibitor directory, etc.
- Work with Advertising, Treasurer, and Board to track payments (Board will approve all comp'd ads)
- Provide publication to Board and 3-5 other sets of eyes for proofreading at least 1 week before publication deadline
- Once approved, submit for publication
- Post-Convention send thank you notes to volunteers that served in your committee
- Post-convention send any reports requested by Convention Coordinator or Board within 30 days of convention
- Let the Convention Coordinator know if you are willing to volunteer again. If not, obtain Board approval for your recommended replacement so that you may begin training them.